

CERS Change Management Committee

Notes/Action Items from November 16th, 2010

Committee Members Present

State Representatives

- Chris Allen, Cal/EPA Unified Program
- Mike Reagan, Cal/EPA Unified Program

Regulator Representatives

- John Vincent, Los Angeles County Fire Department
(Alternate for Gevorg Terastvadsadrian, Los Angeles County Fire Department)
- Greg Breshears, Santa Clara County Environmental Health

Business Representatives

- Armand Delgado, Verizon Wireless
- Randy Skow, Air Products and Chemicals, Inc.

CUPA Forum Board Representatives

- Barbara Houghton, Kern County Environmental Health Services

CERS Help Center – Technical Support

- Jessie Perez, Cal/EPA Unified Program

Guests

- Dan Firth, Cal/EPA Unified Program

Committee Purpose/Member Responsibilities

The CERS Change Management Committee (CMC) was established at the direction of UPAAG to provide realistic identification and prioritization/scheduling of program/technical issues related to the California Environmental Reporting System (CERS). The CERS CMC's decisions will give guidance to Cal/EPA's CERS management and technical staff, on the precedence and importance of CERS change requests. The CERS CMC operates under the Data Steering Committee (DSC) policy direction, but the program/technical decisions made by CMC are independent of the DSC.

The CMC's principle activity will be to review change requests originating from the CERS Regulator User Group, the CERS Business User Groups, CUPA Forum Board, and Cal/EPA. It will also act as a "sounding board" to Cal/EPA's CERS management and technical staff as necessary.

The committee has 7 members that represent their various constituencies: 2 members selected from the CERS Regulator User Group, 2 members selected from the CERS Business User Group, 2 members representing Cal/EPA, and 1 member representing the CUPA Forum Board. Committee members are the conduit for change requests from their respective groups. Committee members are tasked to represent the interests of the CERS Project overall and their constituent groups.

Committee Actions: Administrative Issues

► **Change Management Committee: Charter**

A draft charter will be circulated via email during December to CMC members for comment, proposed changes, and adoption if consensus is reached.

► **“Organization” adopted as the name for CERS 2.0 “Business Entity”**

Adopted by consensus: The committee affirmed their support for Cal/EPA’s plans to assist businesses in managing multiple facilities in CERS (and multiple users for those facilities) by including a new “Organization” entity in CERS2. An “Organization” will refer to “a collection of one or more users who manage a group of one or more facilities.” The committee determined that “Organization” was the best name for this new entity compared to other terms that overlapped with regulatory/statutory terms and/or were not meaningful for the full range of CERS users (e.g., businesses, government agencies, etc.). More details about the need and issues surrounding the “Organization” entity is available in a discussion paper provided to the CMC members (<http://cers.calepa.ca.gov/tempdocs/CMC/2010/Nov16/BusinessEntityDiscussionPaper.pdf>).

► **Implement New “Lead Business User” Security/User Management**

Adopted by consensus: The committee affirmed their support for Cal/EPA’s plans to add a new “Lead Business User” to CERS1 business user security. When implemented, this feature will cause Lead Business users to be alerted via email that they should approve or deny additional CERS users that request access to their current facility. This will assist businesses in managing their own users, and reduce workload for regulators and the CERS Help Center.

Next Meeting

► **Next Tentative Meeting (may be cancelled if not pressing topics arise in early December)**

December 15th, 2010; 1:30PM to 3:00PM

► **Next Regular Meeting**

Tuesday, January 18th, 2011; 10:00AM to 11:30AM

Discussion Topics

- Review Committee Charter Draft
- “Organization” Security in CERS 2.0
- Identification of Potential Future Topics